

<b>BRA EMPLOYMENT OPPORTUNITY</b>		<b>PLEASE POST!!</b>
<b>TITLE:</b> ASSISTANT PLANNER	<b>JOB VACANCY POSTING NO.</b>	<b>24-01</b>
<b>EMPLOYMENT STATUS:</b> BRA Development Program Employee (See Definition on Reverse)	<b>POSTING DATE:</b>	<b>4/25/01, Rev: 4/4/02; Rev 9/26/02</b>
	<b>EXTERNAL DATE:</b>	<b>05/08/01</b>
	<b>POSITION FILLED:</b>	
	<b>DATE:</b>	
<b>DEPT/DIV:</b> PLANNING AND ZONING	<b>NAME:</b>	

**SUMMARY:** Under direction of Deputy Director for Planning, assist with planning initiatives, conduct planning research, studies and neighborhood profiles; assist with community outreach process; conduct research to assist planners with recommendations to Zoning Board of Appeal (ZBA); assist in the preparation of documents for submission to the BRA Board and Zoning Commission.

Provide assistance to Deputy Director and Senior Planning staff in carrying out planning initiatives for Boston's neighborhoods, the downtown and the waterfront. Conduct research in support of planning initiatives. Organize data pertinent to projects in the areas of land use, urban design, transportation, economic development, housing, environmental issues, and community services. Conduct site visits to gather information on land use and existing conditions, including digital photographs.

As assigned, participate in community outreach to solicit input from neighborhood groups, business organizations, civic associations, and other government agencies. Assist deputy director and senior planning staff in all aspects of community outreach process, including meeting preparation, document preparation and distribution, room reservation, attendee confirmation, and meeting minutes. Maintain and utilize database software to assist in community outreach.

Assist department planners by conducting research, visiting sites, and gathering information on land use and existing conditions for their use in drafting recommendations to the Zoning Board of Appeal (ZBA).

Prepare profiles of Boston's neighborhoods by gathering data on demographics, land use, economic development, business patterns, residential stock and other information.

Assist the Deputy Director for Zoning and zoning planners in developing and preparing documents for submission to the Zoning Commission. Research zoning information.

Draft letters for supervisor as assigned.

Research and prepare written and oral presentations, including graphic information.

Ensure that response to public questions, needs or concerns is prompt and accurate.

Maintain and update current knowledge of existing and proposed zoning regulations affecting neighborhood districts.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires completion of a Bachelor's degree in urban planning or related fields, plus up to one year of related experience in urban planning, zoning administration, historic preservation, or public administration. Familiarity with physical aspects and historical traditions of Boston's neighborhoods is desired. Must have excellent written and oral communication skills. Proficiency in Microsoft Word, Excel, PowerPoint, Access and Outlook highly desired.

**GRADE:** 15

**HIRING RANGE:** \$32, 996.60-\$38, 938.90

**To apply:** Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114

**E-Mail:** [hr.bra@ci.Boston.MA.US](mailto:hr.bra@ci.Boston.MA.US) **Fax:** 617-918-5458

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**Auxiliary aids and services are available upon request to individuals with disabilities.**

**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**